



DEPARTMENT OF THE NAVY
CHIEF OF CIVIL ENGINEERS
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5065

CHCIVENG POLICY MEMO 2002-01
12 November 2002

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From: Chief of Civil Engineers

Subj: HONORARY SEABEE CERTIFICATION PROCESS

Encl: (1) Sample Nomination Format

1. Purpose. To establish policy on procedure for nomination for designation as an Honorary Seabee.

2. Background

a. The Navy Seabees were born of dire need at a time of national peril after the country was stunned by the attack on Pearl Harbor. America's task of building victory from defeat seemed almost insurmountable. The Seabees were created in answer to a crucial demand for builders who could fight. The Seabee motto is appropriately Construimus, Batuimus or "We Build, We Fight." They are the Navy's uniformed construction forces made up of Occupational Field 13 ratings (Builder, Equipment Operator, Utilitiesman, Steelworker, Construction Electrician, Construction Mechanic, and Engineering Aide) and commanded by Civil Engineer Corps officers. Their construction feats are legendary. From island hopping in World War II and enduring the cold of Korea, to the jungles of Vietnam, the sands of Saudi Arabia and Kuwait, the mud of Bosnia and Kosovo, and the mountains of Afghanistan, the Seabees have built bases, bulldozed and paved thousands of miles of roadway and airstrips, and accomplished a myriad of difficult construction projects. Seabees have fame, honor, and distinction as an organization that "can do" even when faced with seemingly impossible obstacles.

b. The Honorary Seabee Certificate is an important symbol of recognition. It is a means of publicly recognizing and rewarding an individual's outstanding contribution to the Seabees that is above and beyond that normally expected and distinguishes that individual from those performing in a similar capacity.

3. Eligibility Requirements. The Honorary Seabee Certificate may be awarded to military and civilian personnel who work in support of Seabee operations. The certificate shall be given for meritorious service or achievement based on sustained performance or specific achievement of a superlative nature. Achievements that merit the certificate must:

a. Recognize a strong advocate of the Seabees who clearly exceeds what is required or expected of individuals who have served in the same or similar capacities.

b. Recognize an advocate who has provided an important immediate contribution to the Seabees or a sustained contribution over a specified period of time.

c. Recognize an individual whose efforts have promoted the Seabee legacy and reflect credibly toward the accomplishment of the overall Seabee and naval mission.

4. Nominating Procedures

a. Anyone who meets the eligibility criteria for this certificate may be recommended by any Civil Engineer Corps (CEC) officer or Occupational Field-13 personnel E-7 or above.

b. Nominations shall be submitted to the Chief of Civil Engineers, via the Master Chief of the Seabees, 1322 Patterson Ave., SE, Suite 1000, Washington Navy Yard, DC 20374-5065.

c. Enclosure (1) is the format for nomination.

d. Nominations should be submitted at least 60 days prior to the presentation date to allow for administrative processing.

e. Only one certificate may be presented to an individual.

5. Responsibility

a. The Master Chief Petty Officer of the Seabees (MCPOS) will administer the program and maintain a permanent master list of awarded, denied, and revoked certificates. The MCPOS will review all Honorary Seabee Nominations for completeness and compliance and make an approval or disapproval recommendation.

b. Final approval/disapproval of an individual as an Honorary Seabee rests with the Chief of Civil Engineers and shall not be delegated.

c. In cases when the certificate is denied or revoked, a written explanation for disapproval will be entered into the record so the information can be presented in the case of a resubmission.


M. R. JOHNSON

Distribution:

SNDL	39	(PHIBCBs, UCTs, CBU's, CBMU's, NMCBs, Regiments, Dets)
	C580	(CONSTRACEN Dets)
	FA46	(PWCs)
	FA5	(CBCs)
	FB54	(PWCs)
	FF74	(PWCs)
	FKN	(NAVFACHQ, EFDs, EFAs)
	FT104	(PWCs)
	FT20	(CONSTRACENs)
	FT37	(NAVSCOLCECOFF)
COMNAVCONFORCOM		
COMFIRSTNCD		
SEABEE READINESS GROUP LANT		
SEABEE READINESS GROUP PAC		

SAMPLE
HONORARY SEABEE CERTIFICATE
NOMINATION FORMAT

The following is to be used as the nominating endorsement:

1. Name:
2. Pay grade:
3. Social security number:
4. Command/Unit:
5. Period of action:
6. Narrative summary of specific action:
(not more than one page)
7. Name, rank, title, and signature of person submitting the recommendation:

Below For Internal Use Only

Master Chief of the Seabees

Chief of Civil Engineers

Recommended	
<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

Comments: _____

Enclosure (1)